**PERSON SPECIFICATION – Administration Officer (maternity cover)**

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| --- | --- |
| Knowledge/Experience | Essential/ Highly Desirable/Desirable |
| Experience of providing administrative support to senior staff, including diary management | E |
| Experience of providing general office administration | E |
| Experience of organising meetings, including room bookings, circulating papers and taking minutes | E |
| Experience of prioritising and managing a diverse workload | E |
| Experience of updating web content using WordPress | D |
| Experience of producing content for social media | D |
| Skills and Abilities | Essential/ Highly Desirable/Desirable |
| Organised, able to prioritise, with excellent time management skills | E |
| Excellent attention to detail | E |
| Excellent written and verbal communication skills | E |
| Well-developed IT skills, especially Microsoft packages | E |
| Ability to work independently as well as part of a team | E |
| Problem solving/analytical skills | HD |
| Personal Qualities | Essential/ Highly Desirable/Desirable |
| Self-motivated | E |
| Enthusiastic and approachable | E |
| Reliable | E |
| Flexible | E |
| Interested in contributing to improving health and social care services in Surrey | E |
| Values | Essential/ Highly Desirable/Desirable |
| Person-centred | E |
| Commitment to equality and diversity | E |
| Commitment to community-led development | HD |